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ABSTRACT

This manual outlines the ordering, cataloging and classification, and processing procedures for books, periodicals, government documents, and non-book materials for a central library serving three schools--a co-ed elementary school and separate junior-senior high schools for boys and girls--and four special libraries--a fine and rare books collection, a church library, an advanced pastoral study institute, and the multifaceted central library collection. Also included are a staff positions and duties list, a flow chart of the processing procedure, a floor plan of the centralized library and processing room, and several sample ordering and processing forms, as well as descriptions of the central library's collections and services it provides for the other libraries. (MBR)

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PROCEDURES OF OPERATION

AT

CRANBROOK CENTRAL LIBRARY

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Mayo H. Derouchie

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Cranbrook Institutions
Bloomfield Hills; Michigan

IR000052

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PREFACE

In this day of on-line retrieval systems, library centralization has become a vicious game of "how much can you do" and "my library serves more people than yours." The basic concepts of centralization, which can be stated as the consolidation of materials, space and energy to serve more people most efficiently has been brushed aside.

It is obvious that the argument for or against centralization is cooling off, because the enemies are drawing back into their libraries - they cannot fight a working system. Opponents are left with their personal opinions and a list of exceptions to centralization. Their opinions are theirs to hold, and there definately are places where centralization would not be feasible.

But my argument is with the fanatical advocates of centralization. With the current trend towards automation and the take-over of A-V, simple acquisitions and processing units have become passe. The basic idea of centralization has branched off into countless tangents. Admittedly, the possibilities are endless, but processing units in and for themselves are still valid.

A small central library has its place. A central acquisition and processing unit with a few peripheral activities is an adequate system, and often, all that is needed in a given situation.

Mayo H. Derouchie
Cranbrook Central Library
Bloomfield Hills, Michigan

INTRODUCTION

The Cranbrook Central Library orders, catalogs, and processes book and non-book material for three schools and four special libraries of the Cranbrook Institutions complex of Bloomfield Hills, Michigan.

The Central Library was set up in 1964 and has expanded to include the services explained in this manual. At present, the three schools contain about 1200 students from K through 12. These include a co-ed elementary school and separate boys and girls junior-senior high schools. The special libraries include a fine and rare book collection, a church library, a library connected to the Institute for Advanced Pastoral Studies and the multi-faceted Central Library collection (a total of almost 50,000 items)

At present, the Central Library can process about 400 items per month, with a staff equivalent to four full time employees. These include the Director and the secretary-order clerk as full time employees; and four half-time people as cataloging clerk, processing clerk and her assistant, and a typist.

Central Library operates first as a processing unit for materials going to the various libraries. Regarding this, a Union Catalog is kept to maintain an information center for the complex. Storage of the peripheral and non-essential materials is available here, as is the storage of jointly owned materials. Central Library also maintains a holding of library supplies and A-V supplies for distribution to the other institutions.

This is not the ideal set-up, but it is moving towards perfection in servicing the needs of Cranbrook and has been able to alter procedures and policies as the institutions have changed. This book has been prepared to show others what has worked for Cranbrook and to delineate within our own confines what is done, or has been done in the past, as a record for those to follow in the future. This manual should serve as an indicator of methods and ideas of procedure both within and outside of Cranbrook.

STAFF DUTIES

Director
- Supervision of Central activities
- Billing for all libraries
- Budgeting for three schools
- Reports, statistics and other paperwork for all libraries
- Cataloger of book and non-book materials
- Co-ordination of various libraries
- Policy setter

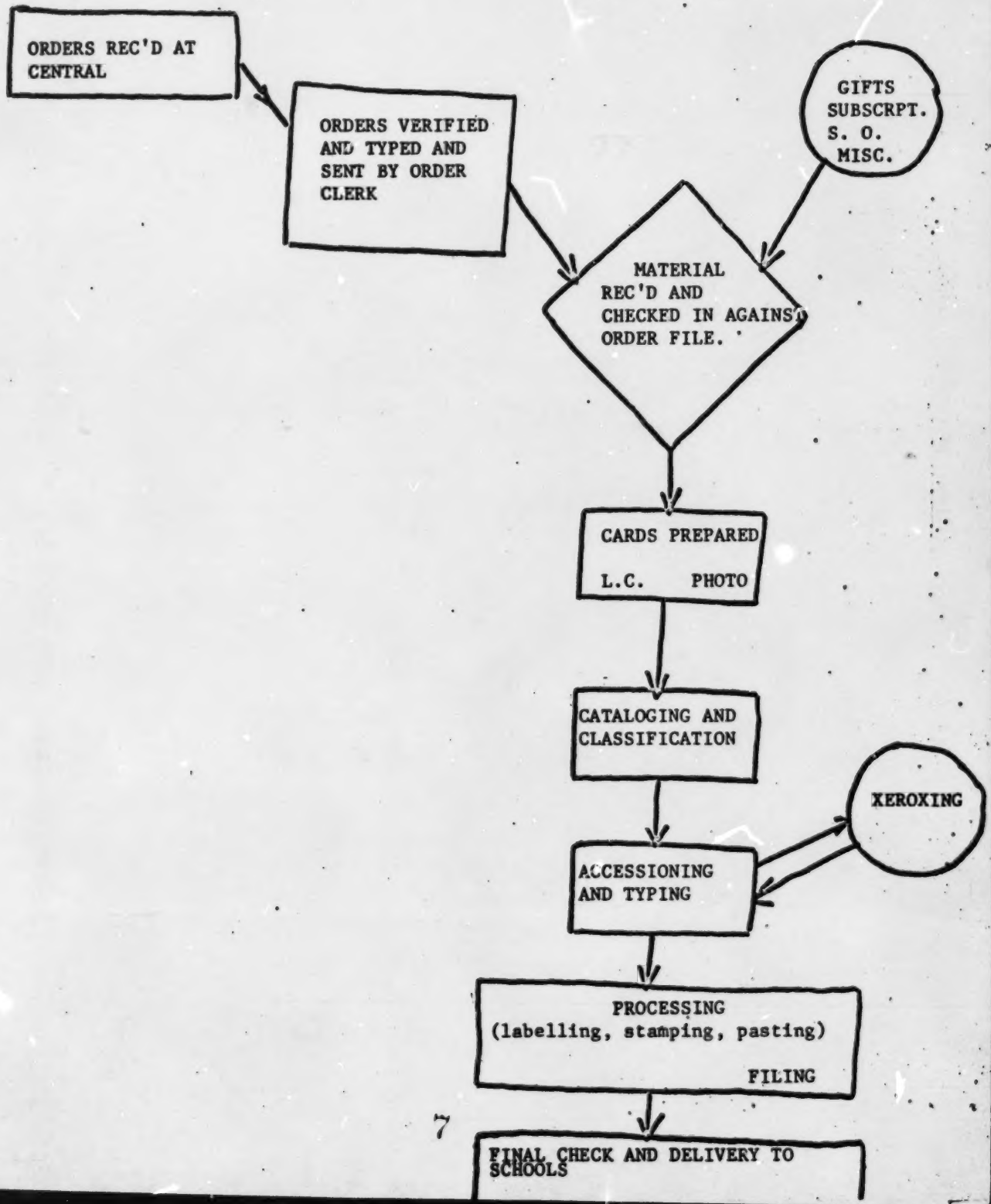
Order Clerk
- Secretary to the Director
- Ordering of materials
- Ordering of Library of Congress cards; photographing
- Supply inventory and ordering
- Intra-library loan requests
- Check-in and routing of periodicals
- Sorts and distributes mail for Central Library

Cataloging Clerk
- Prepares cataloged books for processing
- Accessions
- Types catalog cards, circulation cards and pockets
- Final check of material before delivery
- Curriculum Center business

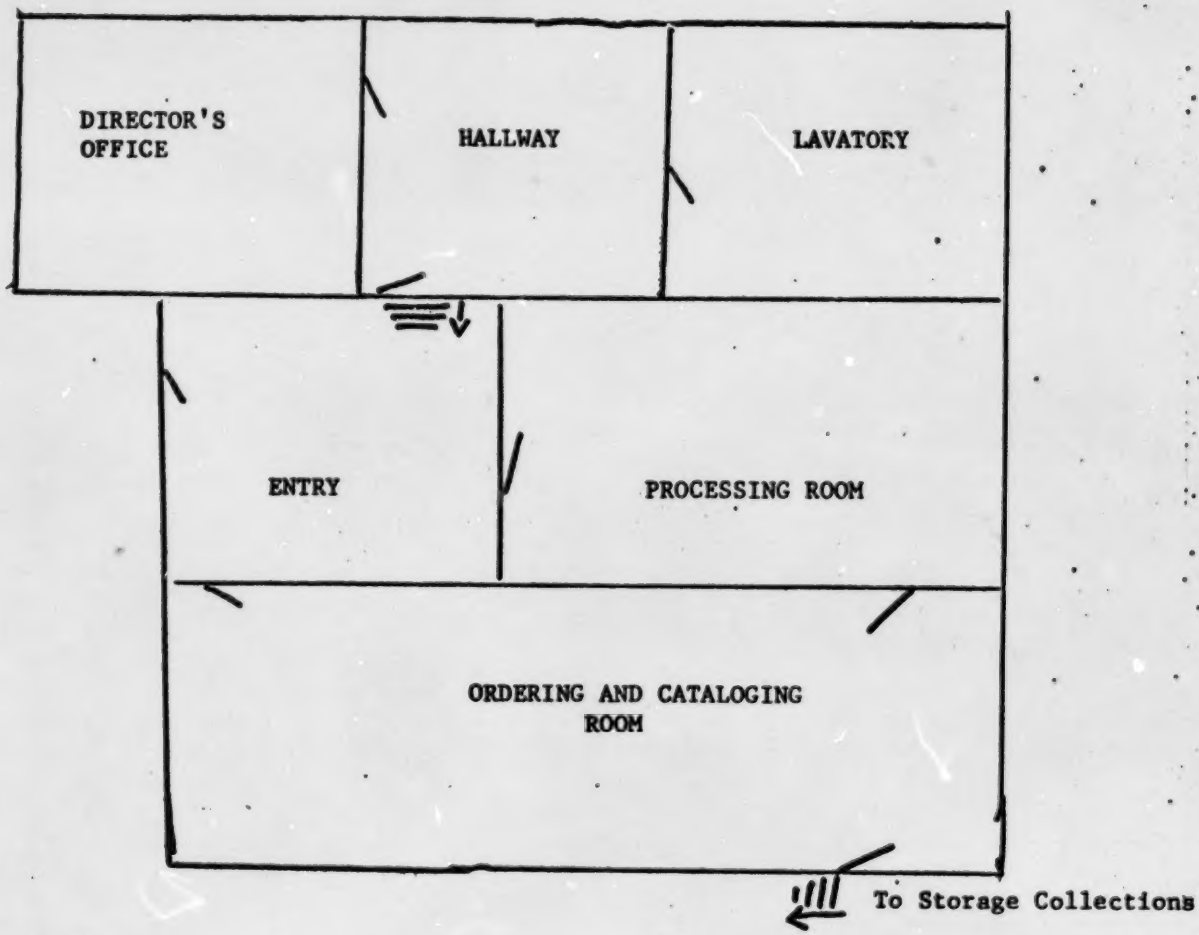
Processing Clerk
- Xeroxing of cards
- Complete physical processing of materials (stamping, pasting and labelling)
- Supervises student help in processing room

Archivist (Clerk)
- Sorts, catalogs and files archival material
- Shelves and maintains organization of storage collections
- Files Central cards

FLOW CHART


ORDERS REC'D AT CENTRAL
ORDERS VERIFIED AND TYPED AND SENT BY ORDER CLERK
GIFTS SUBSCRPT. S. O. MISC.
MATERIAL REC'D AND CHECKED IN AGAINST ORDER FILE.
CARDS PREPARED
L.C. PHOTO
CATALOGING AND CLASSIFICATION
XEROXING
ACCESSIONING AND TYPING
PROCESSING
(labelling, stamping, pasting)
FILING
FINAL CHECK AND DELIVERY TO SCHOOLS

FLOOR PLAN OF CENTRAL LIBRARY - MAIN FLOOR



Basement used for book and periodical storage and archives. Second floor used for Central book collection, A-V materials and supplies.

ORDERING

A. Books

Orders are received at Central from the various libraries on a special order form (see fig. 1) These forms contain title, author, publisher, and date of publication. Edition is noted if necessary. LC number is noted if available. The bottom of the order slip is filled out to show the institution, the fund charged, and the recommendation source.

Class number	Author (surname first)
CBI	Title
BPR	
BIP	Publisher — Edition or series
OFF	Year of publication
	Price — No. of copies desired
	Department for which recommended
L. C. card no.	Teacher making request
	School — Acct. No.

Fig. 1*

Replacement copies are also ordered in this way, but the full set of cards is attached to the order form. Duplicate copies have their call number noted on the order slip.

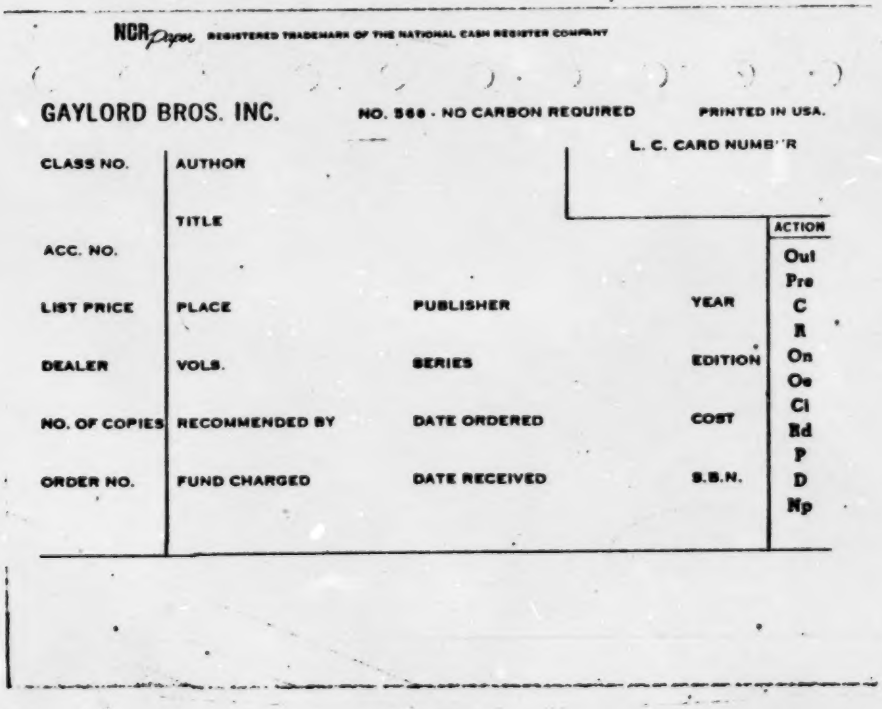
Orders are checked for duplication against the Union Catalog and the outstanding order file. Notation of institution and call number are noted on these slips if the title is duplicated at one of the other institutions. The order slip is then returned to the ordering librarian for consideration. Cutter numbers of represented authors are also noted on the order slip.

*Credit for this and other internal forms is to go to Richard E. Starkey, Librarian, Troy Public Libraries, Troy, New York. Mr. Starkey was formerly Director at Cranbrook Central Library.

Orders are verified against Books in Print, Cumulative Book Index, Forthcomming Books, and/or Paperback Books in Print. Out of print titles, vague or incorrect titles and other discrepencies are returned to the ordering librarian for reconsideration or further information.

A five part order form is typed for each title. All pertinent notes and information is transfered from the order slip to the order form (see fig. 2) Two copies of the order form are sent to the jobber or publisher with the order; two copies are retained at Central; the fifth copy is sent to the ordering source as a record of books on order.

The copies retained at Central are divided into two sections. One copy of each title is filed alphabetically by author in an outstanding order file. The second copy is arranged and kept in a special section done in numerical order. The number of outstanding orders are sent out about once a month during the school year, and twice during the summer months, unless volume indicates more or less orders. A jobber is used for most titles, unless there are over eight for a single publisher in which case we order direct.


NCR Paper REGISTERED TRADEMARK OF THE NATIONAL CASH REGISTER COMPANY

GAYLORD BROS. INC. NO. 568 - NO CARBON REQUIRED PRINTED IN USA.

L. C. CARD NUMBER

CLASS NO. AUTHOR

TITLE

ACC. NO.

LIST PRICE PLACE PUBLISHER YEAR

DEALER VOLS. SERIES EDITION

NO. OF COPIES RECOMMENDED BY DATE ORDERED COST

ORDER NO. FUND CHARGED DATE RECEIVED S.B.N.

ACTION

Out
Pre
C
R
On
Oe
Cl
Rd
P
D
Np

Fig. 2

Policy indicates that library binding be used only for the elementary school. Hardcover editions are preferred over paperbacks, unless the price difference is more than four dollars. Trade rather than test editions are purchased; and the newest editions unless otherwise specified. This type of order procedure and form is also used for all special orders, e.g. book clubs, special offers, et al. This keeps the order file consistant and complete. In these cases, the extra order form copies are discarded and only the Central copies are used.

B. Periodicals

All magazines are ordered through a periodical subscription service whenever possible. Magazines are sent to the Central Library where they are checked in and sent to the various libraries.

Same day service is usually available. Central Library can keep track of all missing issues and claims. (at this time, only the schools are using this method)

Membership material (NEA pub. et al) is received at Central and routed to the different schools or libraries. This eliminates the expensive duplication of membership fees. Free subscriptions and some gifts can also be received at Central but are not usually checked in. Professional material is received at Central and routed to the departments applicable. This also eliminates much duplication. (library professional material also) (See section on services)

Two periodical orders are placed each year, one during the Summer, containing the roster of the periodicals for the coming school year, a second order can be placed in January, showing deletions, additions, or changes for the current semester.

C. Government Documents

Cranbrook Central Library in conjunction with the Cranbrook Institute of Science, acts as a select government depository. These documents are checked in in the approved manner at the Institute of Science. Scientific material is retained there; educational, historical and social science material is stored at Central.

Those materials requested by the schools are ordered on the fund plan set up by the Superintendent of Documents. These orders are placed whenever volume indicates which is about once every two months.

D. Non-Book Materials

This includes A-V materials for the most part, which are usually ordered directly from the publisher, except phonodiscs which are ordered through a jobber. All A-V materials, except records, are ordered on a review basis.

All ordering procedures are kept as efficient as possible to allow both fast handling and complete records. Special offers from publishers which feature high discounts and fast service are considered whenever possible. Special rush orders for single copies are discouraged if possible to avoid the expense of initial cost and special handling.

E. Receiving

1. Purchases. Books are checked in against the outstanding order file. A copy of the order form is inserted in the book with a processing slip (see fig. 3) The destination of the material is noted on the top of the processing slip. The invoice is marked with the library code, and the book goes to wait for cards. The invoice is given to the Director.

2. Gifts. A processing slip is inserted showing destination of the material and the source of the gift. The book then goes to wait for cards.

3. Subscriptions. Periodicals and other subscription material is checked in by volume and number on a card file. The magazines are sent or routed to the proper libraries. Cataloged material goes to await cataloging (e.g. Horizon, American Heritage, Reader's Guide, et al.)

4. Standing Orders. Material received on standing orders has a card in the outstanding order file, which indicates destination. A processing slip is marked with the library and the book goes to wait for cards.

5. Standing Orders On Inspection. Those requested by title are routed to the requesting institution for inspection. They are returned with the proper notation, and the book goes either to wait for cards or into a return box. Those requested by subject are kept on the inspection shelf, and the librarians are notified when new material is received. They come to the Central Library to look at , or have it sent to their library. When an institution decides to keep any of this material, those titles which have cards are put on the cataloging shelf, others go to wait for cards. For all inspection material, the invoices are marked and given to the Director.

6. Internal Material. Books and other materials are received from the institution libraries at Central. This materials includes new books received directly at the school, gifts, or books that need reclassification or corrections in cataloging or processing. The sending library places an internal processing slip in each book with the appropriate instructions marked.

Processing slip used at Central Library.

*Library*_____

Cranbrook Libraries Processing Slip

Call no._____ Accession no._____

Author _____

Title _____

L. C. Cards: Rec._____ Ord._____ Filed_____

Book plate _____ Pocket_____

Circulation cards: _____ Date slip: _____

Label: _____ Stamp:_____

Order file:_____ Official file:_____

Shelf list:_____ Source: _____

Fund:_____

Notify:_____

Route to:_____

Form No. 602

Fig. 3

This refers to both Library of Congress and our own photographed cards.

Internal processing slip.

TO: Cranbrook Central Library

From: ..... Library

☐ Make new label:

☐ Rebind:

☐ Discard:

Cards enclosed.....

Our shelf-list marked.....

☐ Correct call number to read:

.....

.....

.....

.....

☐ Correct catalog cards to read:

.....

.....

.....

☐ New pocket:

☐ Add to the collection:

New title.....

Added copy.....

Gift of:

☐ Recatalog: ☐ Acknowledge

☐ Reclasify:

☐ Other:

EDS No. 603

Fig. 4

CATALOGING AND CLASSIFICATION

A. Making of Catalog Cards

Catalog cards are obtained from three sources:
1. Publisher
2. Library of Congress
3. Homemade

The following procedures are used:

1. Books which will receive cards from the publisher are kept on a special "cards coming" shelf. This includes books on review, which must also wait for cards.

2. Books whose cards are not expected, are checked in the Library of Congress National Union Catalog (-1942, 1943-47, 1953-57, 1958-62) and the Book Publishing Record (1960 to date).

   a. Photographs are taken of the books reference using a Polaroid CU5 Land Camera with a 3" lens. A 1.1 frame is used for references in BPR; 1.6 frame for LC.

   b. The photograph and the processing slip are left in the book and the book goes to the cataloging shelf where they are spearated by institution.

3. For books not listed in these sources, LC cards are ordered. Duplicate copies of the LC order form are made and filed in a cards-on-order file. This file is cleared when the cards or a refusal slip is received. This file is a handy reference for books waiting for cards, and rush books can be sent without cards and a note placed on the order slip carbon. Books waiting for LC cards are kept in a special section of shelving.

4. Books for which references are not found or for which LC cards are not available are originally cataloged. Most Fiction is originally cataloged if a reference is not found in LC or BPR.

B. Cataloging

1. Books are shelved by institution to await cataloging. Books are done in groups of 20 or so a day. The following steps are taken:

a. Union catalog is checked for duplication of title and author. (This is an extra step which serves as a professional check on the order clerk and to catch books which were in process when the order check was made).

b. Catalog number is assigned. Numbers are kept consistant for all institutions whenever possible. All libraries use the Dewey Decimal except for the special library belonging to the Pastoral Studies Institute which uses LC. The elementary school uses abridged Dewey.

c. The numbers are checked against the Union Shelf to avoid duplication.

d. Title page is marked as to title and author. The number is written on the verso of the title page, and special funding for gift references are marked on the page opposite the verso of the title page.

e. The processing slip is completed. Notes for special handling or binding are added to the bottom if necessary.

f. Statistical count taken of items cataloged per institution.

2. The books are turned over to the processing clerk for:

a. Accessioning by institution (A-V materials are not accessioned) The accession number is stamped on the processing slip and the verso of the title page by a hand consecutive numbering machine.

b. Making master cards from the photos by adhering it to an index card with double faced tape. The catalog number and any added entries are typed onto the cards. The number of needed cards is indicated on the back (full set plus 2).

c. The books with cards are fully prepared for processing by typing catalog cards, pocket and circulation cards. Gift plates prepared if necessary. Bindery slips prepared if applicable.

d. From the cataloging clerk books go to:

1. Shelf to be xeroxed. Master cards placed in wooden sorter according to number of cards needed.

2. To processing.

3. To bindery box. Cards and processing slip are placed in pocket and filed in "at bindery box."

Processing room.

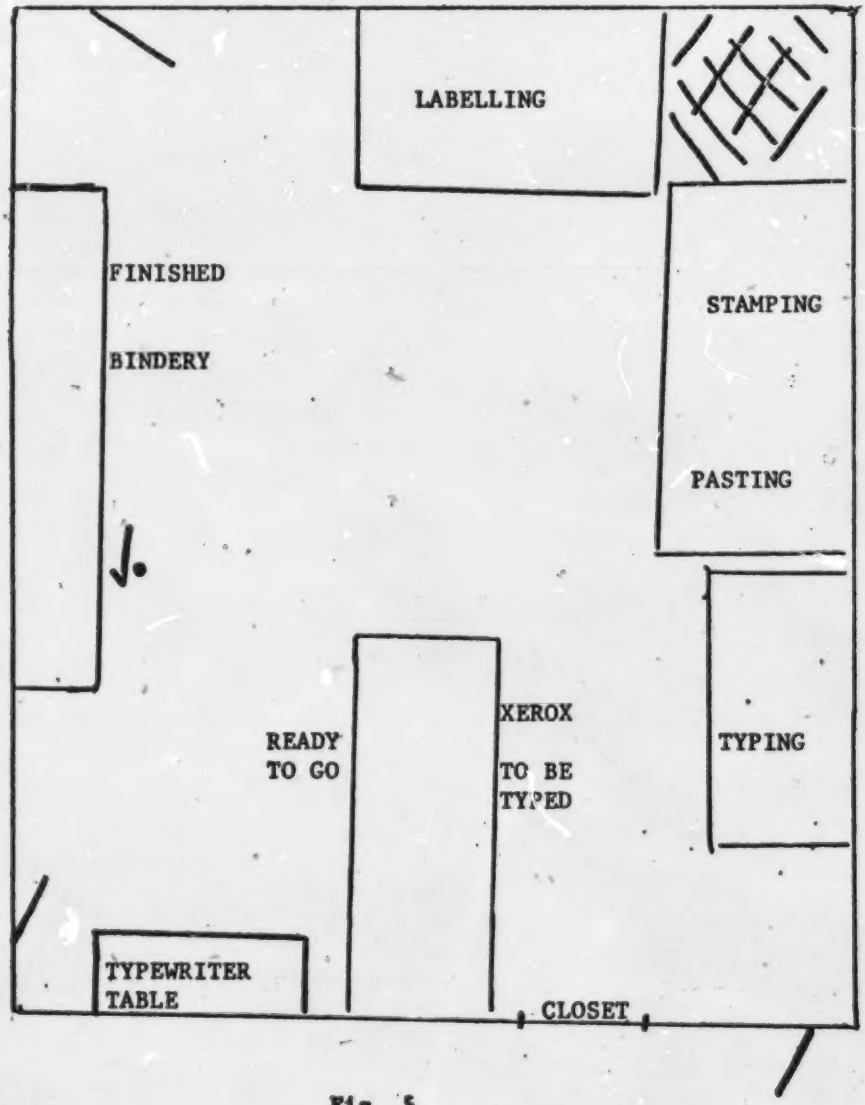


Fig. 5

PROCESSING

The floor plan in figure five shows the physical lay-out of the Central Library's processing room. Arrangement allows for a continous progression of materials through the room and out to the institution libraries. Books can be entered or withdrawn at any point without causing any confusion.

Books are cataloged, accessioned and processed in groups of about 15-20 items and are grouped by institution. There is room for this number of books at each process station.

This system of small quantities of material is advisable in this situation for the following reasons:

a. Allows several people to work at one time at different stations.

b. Allows the workers to get "something done" in relatively short intervals of time (several on the staff are students and have irregular hours and schedules).

c. Varies the work for the staff.

d. Allows for a constant flow of material through and out.

e. Avoids tie-ups in any particular area.

The chart in figure six shows the specific things done for each institutions' material. These variables are posted where the workers can refer to the chart. The steps in the processing procedure are as follows:

1. Xeroxing
   Master cards are run off four at a time on a xerox 2400 copy machine. The cards are held in a plastic folder with the bottom of the cards together. 100 lb. long grain inventory index stock is used. The cards are cut and drilled at the Cranbrook Press. The 2400 xerox machine is housed at the Central Business Office, and the xeroxing is done once a week. Back at the Central Library the cards are sorted and matched with their books which are moved to the "to be typed" shelf.

2. Typing
   Catalog cards, circulation cards, pockets are typed for each book, bindery slips and gift plates are typed if necessary.

(This station is the same as the catalog clerk's except that only books which had cards xeroxed come through here, and that all books have been accessioned).

After typing, books scheduled for binding are withdrawn from processing. The books are placed in a bindery box with the appropriate binding slip, the cards and processing slip are placed in the book pocket which are then filed. When the book returnes from the bindery it is matched with its cards and pocket and placed at the pasting station.

3. Pasting

Book plates are pasted on the inside of the front cover; book pockets are pasted on the inside of the back cover. Reference books and other non-circulating items do not have pockets, but receive stickers saying "For reference not to be taken from this room." This is placed on the inside of both covers.

4. Stamping

Round and oblong stamps showing the name of the library are used on the page ends and verso of the title pages as shown in figure six.

5. Labels

A selin labelling system is used. The labels are typed, cut and ironed onto the spines of the book. At this point, paperback books which are not scheduled for binding have 4" clear tape placed over their spines. Books are placed on a section of shelving to await final checking.

6. Checking

Final checking is done by the director, the catalog clerk or one of the processing clerks. The processing slip is compared against the number of the verso of the title page, and the slip is checked against the spine, catalog and circulation cards and pocket. The sets of catalog cards are checked for completeness and accurracy, and the cards for the Central Union File are pulled. The plate and stamps are checked. Catalog cards are inserted into the pocket. The order slip is pulled and given to the order clerk so she can clear her filed. The processing slip is discarded unless there is pertinent information on it (i.e. "add to your shelf list", for duplicate copies, or "notify"given faculty members.)

The book is moved from the finished shelf to the "ready-to-go"shelf. Cranbrook has a daily mail system and the material for the libraries is packed into canvas bags and sent to the various institutions.

CRANBROOK CENTRAL LIBRARY

Book Processing Procedures

	BOOTH (BOT)	BROOKSIDE (BRK)	CENTRAL (CET)	CENTRAL (JOUR, F/A, SFWA)	CHRIST CHURCH (CCH)	CRANBROOK (CRB)	INSTITUTE (IST)	KINGSWOOD (KGD)
Circulation Cards	1-buff	1-buff 1-white	1-buff	1-buff	1-white	1-buff 1-white	1-buff	1-buff 1-white
Pockets	plain	printed	plain	plain	printed	printed	plain	printed
Date Due Slip	. . .	date due slip	. . .	. . .	. . .	. . .	. . .	. . .
Stamp -Page Ends	. . .	oblong 3 sides	oblong 3 sides	. . .	oblong 3 sides	oblong 3 sides	oblong 3 sides	oblong 3 sides
Stamp -Verso Title Page	. . .	oblong	oblong	oblong	oblong	round	oblong	round
Book Plates	regular	regular or gift	. . .	. . .	. . .	regular or gift	. . .	regular or gift
Book Labels	orange slip	label	label	label	label	label	label	label
Extra Cards	+2	+2	0	+1	+2	+2	+2	+2

REMEMBER A-V MATERIALS HAVE ONE MORE EXTRA CARD THAN BOOKS

Fig. 6

DUTIES OF CENTRAL LIBRARY

1. Order, process and distribute materials.

   This includes avoiding duplication whenever possible, co-ordinating materials and collections as wholes, and the billing and budgeting for the school libraries. Central buys material of general nature (in particular, A-V materials and expensive book materials not used on a regular basis) jointly owned material is housed at Central.

2. Maintain Union Catalog of materials.

   This includes booth book and non-book materials, A-V equipment and A-V supplies and library supplies.

3. Be a clearing house for information.

   This entails lists of scheduled films and activities, the expected library catalog information, catalogs from publishers and companies and any miscellaneous information we might know about.

4. Co-ordination of library efforts.

   This amounts to setting policy and sounding the various librarians for ideas and information. Bi-monthly meetings have the key purposes of communication and awareness. Who can help whom with what. Professional magazines and materials are housed at Central for circulation to all libraries.

CENTRAL LIBRARY COLLECTIONS

The Central Library orders, processes and maintains a professional library for its own use and that of the other libraries and institutions. This contains the following types of fully cataloged and classified materials:

1. Professional reference tools (LC Union Cat., BPR, etc.)
2. Professional books and materials (Incl. periodicals)
3. Educational materials-specifically curriculum materials.
4. Indexes (with the exception of Reader's guide which is available in the other libraries) such as the Social Science and Humanities Index, the Education Index, Index to Religious Periodical Literature. Central will continue to subscribe to these indexes and to fill in back numbers to have the periodical and index collections as correlated as possible.
5. Expensive materials of a general nature (especially A-V materials) which are either jointly owned or purchased by Central for general use. These are cataloged as part of the Central collection.

Besides its own collection, Central Library contains the collections listed below. All cards are filed in a Main Entry Union Catalog and Shelf List. Special collections have second separate Shelf Lists. There is a total number of 3,500 items.

A. A Storage Collection (1,200) is maintained and housed at Central Library in the stack area of the basement. These books come primarily from the following sources; discards or withdrawals from the institution libraries which are considered of sufficient value to retain, although of enough marginal value not to take up room in the individual libraries. Gifts received by the various libraries which either duplicate their holdings or which have no immediate use for their patrons, but which should be available. This material will all be selected for retention on the basis of past, present, and possible future use, but dated material in the sciences and current events will not usually be retained. Text books will not be saved. Storage books may be withdrawn from this collection and added to any of the other libraries on either a temporary or permanent basis.

The institution receiving the book will be charged half the purchase price to cover expenses. These storage books are classified in short from and only necessary subject and added entries are used. A storage number is assigned to each book using a hand consequtive numbering machine. There is a separate storage shelf list for these books.

B. A Fine Arts Collection (450) has been established against the possibility of a permanent program which might grow out of the Creative Arts experiment. This consists of materials obtained primarily by gift. It is housed at Central Library in the storage stacks, pending future developments. The scope of this collection consists primarily Music and the Theatre Arts. These books are completely cataloged and classified according to Dewey. A full set of cards is used in the Union Main and Shelf List files. An extra Shelf List is kept for all F/A books and materials. The notation F/A is penciled under the call numbers on the spine and all cards. Non-book materials are kept in labelled storage boxes.

C. The Science Fiction Writers of America Association (50) have designated Cranbrook Central Library as a depository for their works, as arranged by Mr. Richard E. Starkey and Lloyd Biggle, Jr., Chairman of the SFWA in the Fall of 1968. According to the arrangements, these books are kept together as a collection. Use is restricted to Cranbrook faculty and students on a limited circulation basis through normal intra-library loan procedures. Members of the SFWA and others with written permission from this organization may have access to the material. Full cataloging and classification is used; the cards are filed in the Union Catalogs and an extra separate Shelf List is maintained. Non-book material is kept in labelled storage boxes with the books.

D. A Journalism Collection (189) is also housed in the Central stack area. These books were received as a gift from the Detroit News. This collection is fully cataloged and classified, with the cards filed in the Union File. A separate Shelf List is maintained.

E. The Cranbrook Institute of Science is a Government Depository for scientific material. Central Library is a depository for educational and social science material. This material is housed in the Central stack area and arranged by government document number. Items of major interest are classified in the Union file. A separate Shelf List of government documents is kept. Michigan documents are also kept by document number, and state and local government publications are kept here.

F. A-V Material (Films, phonotapes, records, filmstrips, sound filmstrips, slides).

Central Library maintains membership in both educational and library organizations to receive the publications and have access to these services. Magazines and journals are circulated to the institutions on a "route" basis, to allow joint use of the material. Indexes such as the Educational Index and the Social Science and Humanities Index are received at Central Library and are available for use to other libraries and to faculty and students.

Periodical Storage

Periodical storage is maintained at Central for the institutions. This includes about 300 titles representing all types of magazines. A catalog of holdings is published annually. Periodicals are retained on the following basis:

1. Where indexed.
2. Completeness of holdings.
3. Amount of use anticipated (or proved)

Space shortage necessitates selection. Microfilm collections of some of the more popular and bulky titles is being acquired. At this time 15 titles are represented on microfilm representing at least 10 years in each case. These titles will be continued on microfilm.

Union Catalog

Central Library maintains a Union Main Entry and a Shelf List for each book that it has processed since its beginning five years ago. In addition to these current acquisitions, the entire holdings are being added to this Union Catalog. By making two xerox copies of an institution's Shelf List, adding a code to indicate the library, the holdings of each library are added to the Central files. For those institutions whose material does not come through the Central Library, (Art and Science) the Central files will be kept up-to-date by making copies of new Shelf Lists before they are added to their files. All material is recorded at Central by Main Entry and Shelf List and this department can give catalog information about specific titles.

A-V Materials

A Union Catalog of A-V materials is kept in loose leaf notebook form. Several copies of this go to each institution.

Material is arranged alphabetically within groupings by type of material. As much information is given as possible, including call number and location code. A subject index is also provided. Supplements are made during the school year to keep the catalogs up to date, and one volume is scheduled for revision each summer. (Vol. 1 is Films, Filmstrips, Filmloops, Slides, Maps and Transparencies, Vol. 2 contains Phonodiscs, Tapes, and the Subject Index).

Duplication

With the weekly access to the 2400 Xerox and a Thermofax and 707 copier on the premises, Central Library can provide quite a range of duplicating services. These include single or multiple copies, ditto masters, stencil masters and transparencies. With the Thermofax we can also laminate material.

Publishers Catalogs

An alphabetical file of book and A-V material catalogs is kept at Central, both for our use and that of the other institutions. The most current catalog, the most complete in-print listings, and any information about special series or sets is kept.

Feature Films

Central obtains the catalogs of feature film companies (8mm and 16mm) and handles the ordering and scheduling of films for the various institutions. A current list of scheduled films is kept up-to-date and circulated. Additional showings of any one film is arranged whenever possible.

A-V Equipment

A few pieces of A-V equipment is kept at Central Library for use by the other institutions. These are mainly for emergency and short loan purposes.

A-V Supplies

An inventory of A-V supplies is stocked for resale to the other institutions. This includes the various kinds of bulbs, lenses, cords, paper et al. The inventory of stocked supplies also includes all types of library supplies (overdue notices, circulation cards, etc.)

Archives

Central Library also supervises the Archives for the Cranbrook Institutions.

This entails that a written record of Cranbrook be adequately gathered, arranged and protected for future generations. The following types of materials will be retained:

Official publications, Faculty meeting minutes, Handbooks, Yearbooks, Student handbooks, Catalogs, and other publications, Speeches (printed or mimeographed) given at Cranbrook or given outside by Cranbrook Staff, Press releases, Programs, Photographs, Catalogs of exhibits. Internal memos, Promotional letters and mailings, Correspondence both official and personal may be deposited by individuals.

Central Library is responsible for the supervision of the Archives for both the arrangements of the material and seeing that proper storage conditions are maintained for the materials preservation. Central will also advise as to what should be included and deposited in the Archives.